BILL NO. S-80-08-18

SPECIAL ORDINANCE NO. S-104-80

AN ORDINANCE ratifying a contract with R.L. Polk & Co. for the compilation of an Urban Statistical Information Package, entitled "Profiles of Change".

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That a certain contract, dated March 21, 1980, between the City of Fort Wayne, by and through its Mayor and City Plan Commission, and R.L. Polk & Co. for the compilation by Polk of an Urban Statistical Information Package, entitled "Profiles of Change", at a cost of $18,279.00 which contract is on file in the office of the City Plan Commission, Department of Community Development & Planning, be and the same hereby is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be effective upon passage and approval by the Mayor.

COUNCILMAN

APPROVED AS TO FORM AND LEGALITY AUGUST 22, 1980.

JOHN E. HOFFMAN
City Attorney

Read the first time in full and on motion by Stier, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the ~~Council Chambers~~, City-County Building, Fort Wayne, Indiana, on ~~[illegible]~~, the ~~[illegible]~~ day of ~~[illegible]~~, 19~~[illegible]~~, at ~~[illegible]~~ o'clock M.,E.S.T.

DATE: 8-26-80

CHARLES W. WESTERMAN
CITY CLERK

Read the third time in full and on motion by Stier, seconded by Talarico, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	5	2	1	1	
BURNS		X			
EISBART	X				
GiaQUINTA	X				
NUCKOLS	X				
SCHMIDT, D.		X			
SCHMIDT, V.				X	
SCHOMBURG			X		
STIER	X				
TALARICO	X				

DATE: 9-9-80

CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) ~~(GENERAL)~~ ~~(ANNEXATION)~~ (SPECIAL) (APPROPRIATION) ORDINANCE ~~(RESOLUTION)~~ No. S-104-80

on the 9th day of September, 19 80.

ATTEST: (SEAL)

CHARLES W. WESTERMAN - CITY CLERK

John Nuckols
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of September, 19 80, at the hour of 11:30 o'clock A M.,E.S.T.

CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 12th day of Sept. 19 80, at the hour of 10 o'clock A M.,E.S.T.

WINFIELD C. MOSES, JR.
MAYOR

Polk only

BILL NO. S-80-08-18

REPORT OF THE COMMITTEE ON FINANCE

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS REFERRED AN ORDINANCE ratifying a contract with R.L. Polk & Co. for the compilation of an Urban Statistical Information Package, entitled "Profiles of Change"

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE Do PASS.

JAMES S. STIER, CHAIRMAN

MARK GiaQUINTA, VICE CHAIRMAN

BEN EISBART

PAUL M. BURNS

DONALD J. SCHMIDT

9-9-80
DATE

CONCURRED IN
CHARLES W. WESTERMAN, CITY CLERK

Memorandum

To John Hoffman Date July 22, 1989

From Paul Norby

Subject R. L. Polk Letter of Agreement

COPIES TO:

Mayor Moses

F. Heyman

J. Schwartz

File

Attached is a copy of the Profiles of Change Letter of Agreement for your review and comment.

Also, attached is a proposed ordinance based on the one passed in October 1978 for our purchase of R. L. Polk's 1976-77 Profiles of Change.

I am requesting that you prepare an Ordinance for Council consideration to enable us to purchase this service.

R. L. Polk and Co. needs this Letter of Agreement as soon as possible in order to proceed on preparing our package. Therefore, we need to get this to Council for introduction at the next formal session if at all possible.

The cost of this package will be $18,279 and is to come from the City's 1980 (6th year) Community Development Block Grant. This item was included in the Block Grant Program which the Council approved in February.

Thank you for your assistance on this matter.

PROFILES OF CHANGE

AGREEMENT FOR THE PURCHASE OF PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into by and between the City of Fort Wayne, Indiana (hereinafter "Purchaser"), and R. L. Polk & Co., a Delaware corporation (hereinafter "Contractor"),

W I T N E S S E T H:

WHEREAS, the Contractor has a base of statistical data obtained from two of its City Directory canvasses for the City of Fort Wayne, Indiana completed on May 5, 1979 and one expected to be completed approximately March 15, 1980, and the capability of compiling said statistical data by census tract using an address coding guide (hereinafter "Guide"); and

WHEREAS, the foregoing has enabled the Contractor to develop and produce an urban statistical information package entitled PROFILES OF CHANGE (hereinafter "Profiles Package") consisting of statistical tables, maps and small-area profiles assembled into Databooks more fully described in Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the Purchaser wishes to acquire the services of the Contractor in producing a Profiles Package subject to all of the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Purchaser and the Contractor mutually agree as follows:

1. Materials to be Provided. The Contractor shall provide the Purchaser with the Profiles Package pertaining to the geographic area described above and including approximately 67,700 housing units.

2. Purchase Price. The Purchaser shall pay the Contractor the sum of $16,925 plus any applicable state and local taxes, for the Profiles Package upon receipt of the Package and a proper invoice therefor. In addition, Purchaser shall pay the Contractor the amounts stated in any addenda which are made a part of this contract.

3. Contractor Services in Connection with Preparation of the Coding Guide. In order to compile, by census tract, the specific information to be contained in the Profiles Package, the Contractor shall perform the following services:

(a) Since an updated Geographic Base File (GBF) has been prepared as part of the ongoing 1980 census program, and can be provided to the Contractor by the Purchaser as an edited computer tape in standard census GBF/DIME format ready for use, the Contractor will use such tape in geo-coding the City Directory canvass records and preparing the Profiles Package.

(b) If this updated tape contains any revisions in tract configurations intended for use in the 1980 census, the Purchaser will furnish maps and other information needed to so modify the tract boundaries to be shown on the maps to be prepared by the Contractor as part of the Profiles Package.

(c) In the event that the Contractor needs additional information to identify by census tract any streets or address ranges included in the City Directory but not included in the CBF, such information shall be supplied by the Purchaser on request.

4. Time of Performance by Contractor. The Profiles Package shall be furnished to Purchaser within 90 days from the latest of any of the following: (a) date of receipt by Contractor of this agreement fully executed by Purchaser; (b) date the current-year computer tape to be used in compiling the Profiles Package becomes available for use by the Contractor; or (c) date the Contractor accepts in writing as satisfactory for use any coding guide material to be furnished by the Purchaser. If delay in the performance of this Agreement is occasioned by circumstances above and beyond the control of the Contractor, including but not limited to labor disputes, wars, national disasters or other calamity the time for performance under this Agreement shall be extended for a period equal to the duration of the delay.

5. Warranty. The Contractor warrants to the Purchaser that the information provided in the Profiles Package is as accurate, correct, current and complete as may be achieved using the source data, processing methods and procedures normally employed by the Contractor, and Contractor does not warrant the use of this information for any specific purpose. This warranty is in lieu of all other warranties and in no event shall the Contractor be liable for special or consequential damages.

6. Additional Material to be Provided. In addition to those materials set forth in Exhibit "A", the Contractor shall furnish to the Purchaser those items set forth in the following Addenda which have been initialed, attached hereto and made a part thereof, relating to:

7. Additional Terms and Conditions. This Agreement is subject to and incorporates herein by reference any provisions required by law or regulation to be attached hereto and entitled "Additional Terms and Conditions". It is also understood that the Contractor may use the same source data obtained from its City Directories to compile special statistical information packages for various non-government clients.

8. Entirety of Agreement. This Agreement embodies the entire Agreement between the parties hereto and may be waived, amended or supplemented only in writing executed jointly by the Purchaser and the Contractor.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate the day and year shown below.

WITNESS:

Cathy Miller

R. L. POLK & CO., a Delaware corporation (Contractor)

By: John M. O'Hara
John M. O'Hara
Secretary

Date: March 21, 1980

WITNESS:

_____

By: _____

Date: _____

EXHIBIT "A" TO AGREEMENT

FOR PURCHASE OF PROFESSIONAL SERVICES -- PROFILES OF CHANGE

Description of Items Included in the Profiles Package to be Furnished by the Contractor to the Purchaser

The statistical tables, maps and small-area profiles which make up the Profiles Package will be assembled in a series of five Databooks, titled as follows:

1. Annual Review
2. Dynamics of Housing Supply
3. Dynamics of Households
4. Dynamics of Occupations and Income
5. Dynamics of Commercial Establishments

Contractor will furnish the Purchaser with ten copies, nine (9) bound and one (1) unbound, of the Annual Review; each of the remaining four Databooks will be furnished in three copies, two (2) bound and one (1) unbound.

The Annual Review will include:

1. A city-wide overview, consisting of 12 key indicators of status and change, and a comparison of selected counts with those of the 1970 census.

2. A summary statistical table providing small area data for 39 key factors of status and change.

3. Computer printed maps showing the geographic patterns for 33 data items selected from the summary statistical table.

4. A one-page profile for each small area summarizing data pertaining to 19 key factors of status and change, and providing computer-calculated Neighborhood Situation Ratings presented in a format designed to facilitate local review, edit and analysis.

5. Three separate reports which are designed to provide a concise summary of Neighborhood Status and Change, and to facilitate your working with the Neighborhood Situation Rating Data.

6. Supporting information displayed in statistical tables as follows: (a) Percentage Distribution within Areas; (b) Percentage Distribution within City; (c) Summary of Household Counts -- Complete vs Incomplete Record.

Databooks 2 through 5 above shall each include:

1. A summary statistical table presenting small area data for 36 or more key items relating to the subject of the particular databook.

2. Thirty-six or more computer-printed maps relating to selected items in the statistical table.

3. A profile for each small area in the city: for Databooks 2, 3 and 5, a one-page format will provide data pertaining to 21 or more key factors of status and change, arranged to facilitate calculation of Neighborhood Situation Ratings, and subsequent summarization and analysis; Databook 4 will include for each small area a cross-tabulation showing household counts and incomes according to occupation, family size and tenure.

4. For Databooks 2, 3 and 5, three separate reports which are designed to provide a concise summary of Neighborhood Status and Change, and to facilitate your working with the Neighborhood Situation Rating data.

5. Supporting information arranged in statistical tables with titles as follows:

   (A) Databook 2, "Dynamics of Housing Supply", 8 tables: (1) Housing Supply -- Utilization and Change; (2) Occupancy of Residential Units at New Street Addresses; (3) Vacant Housing Units -- Components of Change; (4) Vacant Housing Units -- Number of Units at Street Address; (5) Current Year Vacancies -- Estimated Availabilty for Sale or Rent; (6) Characteristics of Previous Canvass Occupants of Currently Vacant Housing Units and the Current Occupants of Previously Vacant Housing Units; (7) Characteristics of Households Moving In and House holds Moving Out By Occupational Classification and Household Size; (8) Summary of Household Counts -- Complete vs Incomplete Records.

   (B) Databook 3, "Dynamics of Households", 15 tables: (1) Household Distribution & Movement -- General Characteristics; (2) Household Distribution & Movement -- Occupation of Head; (3) Characteristics of Households in Four Lower-Income Categories (Retired - No Occupation Indicated - Unskilled - Service Workers); (4) Characteristics of Households in

Lower-Income Categories -- Retired Heads of Households; (5) Characteristics of Households in Lower-Income Categories -- Household Heads with No Occupation Indicated; (6) Characteristics of Households in Lower-Income Categories -- Heads of Household in Unskilled Jobs; (7) Characteristics of Households In Lower-Income Categories -- Service Worker Heads of Household; (8 & 9) Estimated Number of Households with Incomes Qualifying for Federal Programs -- By Tract and Major Occupational Groups (2 tables); (10, 11 & 12) Estimated Number of Households with Incomes Qualifying for Federal Programs by Sex of Household Head, Tenure and Household Size (3 tables); (13) Population Change and Household Mobility; (14) Percentage Distribution within Areas (Based on Counts for Households with Complete Records); (15) Summary of Household Counts -- Complete vs Incomplete Records.

(C) Databook 4, "Dynamics of Occupations and Income", 8 tables: (1) Household Size and Average Money Income by Occupation; (2) Total Household Money Income; (3 & 4) Household Counts -- Occupation of Head (2 tables); (5, 6 & 7) Occupational Characteristics of Individuals and Heads of Households Classified by Presence of Wife and Children (3 tables); (8) Summary of Household Counts -- Complete vs Incomplete Records.

(D) Databook 5, "Dynamics of Commercial Establishments", 5 tables: (1) Commercial Street Addresses, Units and Vacancies; (2) Commercial & Professional Firms -- Total and Manufacturing; (3) Commerical & Professional Firms -- Non Manufacturing; (4 & 5) Selected Categories of Commercial & Professional Firms (2 tables).

Each of the five Databooks also includes introductory and background material, definitions, and general guides for use. Purchaser will receive, as part of the continuing PROFILES Service, a series of how-to PROcedures dealing with varied specific applications of the material in the Databooks.

ADDENDUM NO._____ TO AGREEMENT BETWEEN

THE PURCHASER AND CONTRACTOR DATED_____, 198__,

RELATING TO ADDRESS-BY-ADDRESS MAGNETIC TAPES

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1. Additional Material to be Provided. In addition to those materials included in the Profiles Package described in Exhibit "A" to this Agreement, the Contractor shall furnish to the Purchaser magnetic computer tape(s) containing address-by-address statistical records of the basic information from which the items described in Exhibit "A" have been compiled. Tape(s) will be 9-track, *BPI density.

2. Price of Additional Material. The Purchaser shall pay the Contractor the sum of $1,354 (calculated at the rate of 2¢ per housing unit for the total number of housing units shown in the Agreement) plus any applicable state and local taxes, upon receipt of the aforementioned tape(s) accompanied by a proper invoice therefor.

3. Limitations on Access to and Use of Tape(s) and Disclosure of Information Contained Therein. The Purchaser hereby agrees to take all reasonable and necessary precautions to insure that:

   (a) The tape(s) and information contained therein will be used only for ordinary and reasonable purposes properly within the function of the Purchaser and will not be made available in any manner or form for commercial purposes;

   (b) Access to the tape(s) and disclosure of the information contained therein will be given only to Purchaser personnel to whom access or knowledge of such information is required for its proper use.

*Designate either 800 or 1600 BPI

Initials:

R. L. POLK & CO.

_____

Purchaser

4947

Admn. Appr. _____

DIGEST SHEET

TITLE OF ORDINANCE Special Ordinance Ratifying a Contract with R.L. Polk & Company

DEPARTMENT REQUESTING ORDINANCE CD&P

L-80-08-18

SYNOPSIS OF ORDINANCE To allow the City and its Department of Community Development and Planning to enter into a contract with R.L. Polk and Company to purchase their 1980 Profiles of Change statistical package. This purchase is a part of the 1980 Block Grant program already approved by City Council.

EFFECT OF PASSAGE R.L. Polk and Company can proceed to prepare Profiles of Change package and deliver it to the City within sixty (60) days.

EFFECT OF NON-PASSAGE

MONEY INVOLVED (Direct Costs, Expenditures, Savings) $18,279 in 1980 Community Development Block Grant Funds.

(ASSIGN TO COMMITTEE (J.N.) Finance